

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 400: PROGRAMS

Section 401: General

401.3 Caseload/Class Size Adjustment

Title: Justification for Requesting Additional Special Education Staff

Date of Draft Version: 10.2.13, Revised 6.24.14 after review by Wright/Balsley
Reviewed by Discussion Team: 9.9.14
Date Finalized for Website: 9.21.14

The form(s) listed below are provided by SSJCSS for use by the Member Schools of the SSJCSS Cooperative when an adjustment to class size or caseload becomes necessary.

- Justification for Requesting Additional Special Education Staff
- Justification for Additional Staff for Special Education Program _ Student Needs Form
- Justification for Additional Staff _ Workload Data Collection Form

The forms can be found on the website under “Administrative Guidelines” by clicking on the following:

- Series 400 – Programs and Services
- Policy 401.3 Caseload/Class Size Adjustment
- Document Title: Justification Add Staff.pdf